

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Firefighter/Paramedic	<u>Revision Date:</u>	11/2019
		<u>EEO Category:</u>	Protective Service
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	33453

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and general supervision of the station officer, responsible for the care, operation and condition of fire apparatus. Provides the City with prevention and mitigation of emergencies and disasters, through proper planning, public education and code enforcement. Respond to emergencies involving fire, medical and environmental concerns. May be assigned administrative duties to include training, equipment, etc.

III. Essential Duties:

- Maintain proficiency in advanced life support procedures and provide advanced lifesaving functions.
- Check drugs and equipment daily to ensure proper control and inventory.
- Complete written and verbal reports of patient care.
- Performs complex diagnostic and medical procedures, such as patient history, intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmia and administration of drugs.
- Respond promptly and efficiently to fire, rescue and hazardous materials incidents and alarms. Understand fire ground procedures including fire streams, forcible entry, water supplies, salvage, ventilation, overhaul and command procedures. Frequently use fire equipment, including hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools and breathing apparatus.
- Respond promptly and efficiently to medical incidents and understand emergency medical procedures, including airway management, bandaging, CPR, splinting, spinal immobilization, etc.
- Complete daily, monthly and annual fire and medical training necessary to maintain Utah State firefighter and emergency medical and hazardous material certifications. Training will also include in-house quick drill and annual skills testing.
- Drive and operate department apparatus in emergency and non-emergency situations.
- Inspect business, public and private properties for hazards and code violations; paint, test and inspect fire hydrants; conduct tours, lectures and video presentations; display fire apparatus; participate in public demonstrations at local school programs and various civic and City functions.
- Complete daily, monthly and annual reports on the testing of fire and medical equipment.
- Maintain equipment on apparatus to include daily, monthly and annual testing; test and rotate hose; clean, wash, wax and repair apparatus; maintain daily maintenance records and complete maintenance and equipment reports.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Must pass annual fire department physical examination with department contracted physician.
- Submit accurate time cards online.

IV. Marginal Duties:

- Mow, cut and trim station lawns; vacuum and clean building; remove snow; ensure the building is ready for public inspection at all times.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent preferred.

Experience: Entry level position.

Certificates/Licenses: Requires valid Utah Driver's License; and state of Utah Paramedic certification or National Registered Paramedic.

Must successfully complete Sandy City required recruit training academy class. This training will include:

- Utah State Firefighter I and II Certification
- Hazardous Materials Awareness and Operations Level Certification
- Apparatus Driver Operator (ADO)
- Wildland Firefighter Certification

All certifications and skills must be maintained throughout tenure of this position.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Firefighting skills; emergency medical procedures; hazardous materials; uniform fire code, Fire Department policies and procedures; inspection procedures; sprinkler systems; alarm and communication procedures.

Responsibility for: The use of discretion and judgment in emergency situations; great responsibility for the care, condition and use of department apparatus and equipment.

Communication Skills: Ability to communicate verbally and in writing; ability to write reports.

Tool, Machine, Equipment Operation: Frequent use of fire and medical equipment including hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrication tools, air masks, etc.

Analytical Ability: Ability to analyze and solve problems; establish and maintain effective working relationships with the public and City personnel.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

Working Conditions: Great mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; regular exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous materials, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; minimal overtime required; typically work periods are 48 hours in length, consisting of two 24.5 hour shifts worked back-to-back; possible call backs on days off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____